



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

January 12, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF LANDSCAPE AND GROUND MAINTENANCE SERVICES CONTRACT WITH
RICH MEIER'S LANDSCAPING, INC.
FOR NINE CASTAIC AREA ZONES
PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972
(SUPERVISORIAL DISTRICT 5) (3 VOTES)**

SUBJECT

Request approval of a landscape and ground maintenance services contract between Rich Meier's Landscaping, Inc., and the Department of Parks and Recreation, for landscape and ground maintenance services at Zone 19 (Sagewood Valencia), Zone 36 (Mountain Valley), Zone 37 (Castaic Hillcrest), Zone 38 (Sloan Canyon), Zone 40 (Castaic Shadow Lake), Zone 55 (Castaic North Bluff), Zone 56 (Valencia Commerce Center, Area-Wide), Zone 64 (Castaic Double "C" Ranch), and Zone 70 (Somerset Castaic), collectively referred to as the "Castaic Area Zones."

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find the proposed action is categorically exempt from the California Environmental Quality Act.
2. Find that the recommended contract for landscape and ground maintenance services can be more economically performed by an independent contractor than by Los Angeles County employees for the Castaic Area Zones.
3. Approve and instruct the Chair to sign a two-year contract with Rich Meier's Landscaping, Inc., for landscape and ground maintenance services for the Castaic Area Zones, for an annual maximum contract cost of \$262,454 for two years totaling \$524,908 with three one-year renewal options, for a maximum potential term of five years, and a maximum potential contract sum of \$1,312,270 not including contingency or cost of living adjustments, if any, to be exercised by the Director of the Department of Parks and Recreation, starting the first day of the month following Board approval.
4. Authorize the Director of the Department of Parks and Recreation to exercise the contract renewal options annually, if in the opinion of the Director of the Department of Parks and Recreation, the contractor has performed successfully during the previous contract period, the services are still required and they continue to remain cost effective. Such renewal may include a cost of living adjustment, per option year, subject to approval by the Chief Executive Office.
5. Authorize the Director of the Department of Parks and Recreation to expend up \$91,500 per year for the Castaic Area Zones for unforeseen services/emergencies and/or additional work within the scope of the contract, which could increase the total annual contract cost to a maximum of \$353,954 per year.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department of Parks and Recreation (Department) administers through its Landscape Maintenance Districts (Districts), 43 separate landscape and ground maintenance zones covering approximately 1,400 acres of natural and irrigated landscaped areas that are funded 100 percent from benefit assessments resulting in zero net Los Angeles County (County) cost on approximately 38,000 parcels pursuant to Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.).

The recommended contract is for landscape and ground maintenance services for the Castaic Area Zones. The award of this contract is a part of the Department's continuing effort to provide the best possible service to the public in a cost-effective manner. The recommended actions are based upon a finding that an independent contractor can more economically perform the landscape and ground maintenance services of this area.

For the Castaic Area Zones this recommended agreement with Rich Meier's Landscaping, Inc. (Contractor), is below the current annual contract cost of \$432,332 therefore, saving the County \$ 169,878 annually.

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Implementation of Strategic Plan Goals

The recommended contract will further the County's Strategic Plan Goals of Operational Effectiveness (Goal 1), through the provision of quality maintenance services at a savings over County costs, and Community and Municipal services (Goal 3), by enriching the lives of County residents and visitors by ensuring quality regional open space, recreational and public works infrastructure services for County residents, and deliver customer oriented municipal services to the County's diverse unincorporated communities.

FISCAL IMPACT/FINANCING

In accordance with County policy, the contract contains a cost-of-living adjustment (COLA) provision based on an annual rate as determined by the Chief Executive Office (CEO), whereby the Director of the Department (Director), at his sole discretion, may increase the Contractor's compensation during the option years. The COLA adjustment rate is capped at the lesser of: the most recently published percentage change in the Bureau of Labor Statistics, Los Angeles-Riverside-Orange County, Consumer Price Index for Urban Consumers for the 12-month period preceding the contract anniversary date; or the general salary movement percentage for County employees for the 12-month period preceding the prior July 1st. The current COLA rate of zero percent was approved by the CEO on August 19, 2009.

The decision to include the COLA is based on the Department's experience that the Contractor may incur an increase in costs, such as insurance premiums, fuel, etc. during the option years, which could impact their performance. As a result, this provision allows the Director to review cost information during the option years to determine if the COLA is justified subject to approval by the CEO. The Department will comply with the newly adopted Board policy to exclude the cost of labor from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

The Proposition A cost analysis indicates that the recommended contracted landscape and ground maintenance services can be performed more economically by the private sector. The total annual cost to provide landscape and ground maintenance service is \$292,652.60 which represents the Contractor's direct cost of \$262,454 plus the Department's indirect cost of \$30,198.60. This represents an estimated savings of \$175,772.39 from the estimated annual County cost of \$468,424.99, to perform similar services for one year (Attachments I, II and III).

To manage unforeseen services and emergency needs affecting the landscape and ground maintenance areas, the Department is recommending that your Board authorize the Director to approve additional services on an as-needed basis within the scope of work up to \$91,500 per year for the Castaic Area Zones through the renewal-option periods. These services may include repairs and replacement of landscaping that may be requested by homeowners and homeowner associations, or damage caused by severe weather, such as flooding or brush fires; repairs to or replacement of infrastructures, such as irrigation systems due to emergency services to minimize erosion, mitigate slope failures or maintain public safety; and the replacement or the repair of the infrastructure in order to adequately maintain zone improvements. An individual breakdown of cost is included in Attachment IV.

The Department will not request that the Contractor perform services that will exceed the approved maximum contract amount, including additional services, or services that are outside the scope of work or contract dates without the prior approval of the Board.

Operating Budget Impact

The recommended actions will not have an impact on the County's General Fund as the services are funded through special benefit assessments on properties in the Castaic Area Zones. Sufficient appropriation is budgeted in the Specials Districts' Fiscal Year (FY) 2009-10 Budget to fund the costs of the recommended contract and unforeseen service/emergency needs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The term of the contract is for two years and includes a provision whereby the Director may annually extend the contract for up to three one-year option periods for a maximum contract term of five years. The Director may exercise options if, in his opinion, the Contractor has successfully performed in the previous contract period, the services are still required, and the services remain cost effective.

The Contractor has agreed to pay its full-time employees the new Living Wage rate adopted by your Board on February 6, 2007, and confirms that he/she will comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance (LWO) provisions apply to this proposed contract, as County employees can perform these contracted services. The contract complies with all of the requirements of the County Code Section 2.201. The Contractor will pay its full-time employees the required \$11.84 per hour without health benefits, or \$9.64 per hour with health benefits of \$2.20 per hour, as specified in the LWO amended by the Board on March 15, 2007, and confirms that it will comply with the County's Living Wage reporting requirements.

In compliance with the provisions of Los Angeles County Code Sections 2.121.250 through 2.121.420, this Department solicited proposals from private contractors for landscape and ground maintenance services for the Castaic Area Zones.

The mandatory requirements for contracting as identified in Section 2.121.380 of the Los Angeles County Code have been met.

Contract monitoring consists of administrative and field audits and evaluations of contract performance and compliance. This includes, but is not limited to, on-site visits of the Contractor's various locations to conduct evaluations of the quality and regulatory payroll system; health benefits; evaluation to ensure that insurance documents are up to date; conducting employee interviews for the LWO, and County Jury Service Program compliance; and reporting requirements, and for the purposes of maintaining an updated Countywide Contracting database.

Per Proposition A, contracts valued under \$1 million are no longer reviewed by the County's Auditor-Controller for cost-effectiveness, as stated in their memo of October 2, 2003. Therefore, the Proposition A cost analysis was performed internally using the guidelines and methodologies consistent with the Auditor-Controller procedures.

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. This contract contains terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code Chapter 2.202; Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that

provide for contract termination or renegotiation.

The California State Department of Industrial Relations, Division of Labor Standards Enforcement, has returned its report indicating no negative information on the Contractor.

The Contractor has executed the attached contract and will provide the required insurance policies prior to the start of this contract naming the County and the Department Districts as additional insureds.

County Counsel has approved the contract as to form.

ENVIRONMENTAL DOCUMENTATION

The approval of this contract is categorically exempt from California Environmental Quality Act (CEQA) in accordance with Section 15301(h) of the State CEQA Guidelines and Class 1(j) of the Environmental Document Reporting Procedures and Guidelines, adopted by your Board on November 17, 1987, because the project involves landscape and ground maintenance of existing landscaping.

CONTRACTING PROCESS

On August 27, 2009, the Department commenced solicitation for landscape and ground maintenance services by posting a notice for Request For Proposals (RFP) on the County "Doing Business with Us" website and included a link to download the solicitation package and bilingual instructions on how to contact the Department regarding this RFP. Attachment V is a listing of contractors who are registered for landscape services on the Internal Services Department's Website and received notification of this project.

On September 3, 2009, 11 companies attended the Proposer's Conference. On September 17, 2009, the Department received six proposals. All proposals were reviewed to ensure compliance with mandatory minimum requirements outlined in the RFP.

The evaluation committee consisted of three Department employees. The committee reviewed each proposal for business experience, qualifications, staffing plan requirements, compliance with the Living Wage Program requirements, quality control plan and the ability to accomplish the required landscape and ground maintenance services. All proposals were evaluated using an informed averaging methodology. As a result, three proposers's requested and received a debriefing. There were no protests resulting from this solicitation.

Based on the evaluation criteria and the evaluations, it is recommended that the contract for these services be awarded to the highest-rated proposal, Rich Meier's Landscaping, Inc.

Attachment VI reflects the Contractor's minority participation. It should be noted that upon final analysis and award, the Contractor was selected without regard to gender, race, creed, or color.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. In addition, the County has determined that it has alternative resources available in the event of a default. This contract will not result in the displacement of any County personnel, as these services are currently being performed by the private sector. Therefore, there will be no impact to existing staff or service levels.

CONCLUSION

It is requested that an adopted copy of the action taken by your Board and five fully executed copies of the attached contract be forwarded to the Department of Parks and Recreation.

Respectfully submitted,



RUSS GUINEY

Director

RG:DM:KEH

GB:CM:lj

Enclosures

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors

**County's Estimated Avoidable Costs Compared to Rich Meier's Landscaping, Inc.
for Landscape Maintenance For Castaic Area Zones**

Attachment I

TOTAL ZONES 19, 36, 37, 38, 40, 55, 56, 64 & 70

COUNTY COST

DIRECT

Salaries

Position	Salaries & Employee Benefits ⁽¹⁾	No. of Positions ⁽²⁾	No. of Months	Total
Grounds Maintenance Supervisor	6,029.09	0.00	12	\$ -
Senior Grounds Maintenance Worker	5,387.81	0.00	12	\$ -
Ground Maintenance Worker II	4,887.83	1.35	12	\$ 79,466.07
Grounds Maintenance Worker I	4,370.12	1.35	12	\$ 71,049.26
Irrigation & Lawn Sprinkler Fitter	6,658.84	0.09	12	\$ 7,584.74
Agriculture Chemical Sprayer	6,508.24	0.09	12	\$ 7,413.20
Custodian	3,641.45	0.00	12	\$ -
Light Tractor Operator	5,282.57	0.00	12	\$ -
Certified Tree Trimmer	5,683.83	0.69	12	\$ 47,390.00
Plumber [Certified Backflow Technician]	8,653.15	0.02	12	\$ 2,244.59
		3.62		\$ 216,147.85

1. 5th Step Variance @ 97.11%

2. Positions reflect annual Hours @ 1764

Vehicle Usage/Fixed Assets ⁽³⁾	Miles per Week	No. of Units	Total Annual Miles	Cost Per Mile/Hour	Total
<u>Vehicle/Equipment Usage</u>					
1 ton dually extended cab truck (F350)	13.464	7	4,901	0.6891	\$ 3,377.21
3/4 ton crew cab	25.7463	33	44,181	0.6433	\$ 28,421.41
1/2 ton truck	0	0	0		\$ -
1/2 ton truck sprayer truck	0	0	0		\$ -
Landscape trailer	0	0	0		\$ -
					\$ 31,798.62
<u>Fixed Assets (Annualized 7 years)</u>					
1 ton dually extended cab truck (F350)		7			\$ 52,750.00
3/4 ton crew cab		33			\$ 149,207.14
1/2 ton truck		0			\$ -
1/2 ton truck sprayer truck		0			\$ -
Landscape trailer		0			\$ -
Toro 580D Mower		0			\$ -
Toro 345 (72") Mower		0			\$ -
					\$ 201,957.14
<u>Services & Supplies</u>					
Equipment Supplies					\$ 3,924.80
Grounds Maintenance					\$ 15,548.98
Mowing Supplies					\$ 47.60
					\$ 19,521.38
Total Services and Supplies/Equipment					\$ 253,277.15
<u>Indirect Costs</u>					
Avoidable Overhead Contract Admin.					\$ -
Avoidable Overhead Agency Admin.					\$ -
					\$ -

TOTAL ESTIMATED COUNTY AVOIDABLE COSTS⁽⁴⁾

\$ 468,424.99

3. County's cost to provide the level of service proposed in the RFP

CONTRACTING COSTS

CONTRACTOR'S DIRECT COST

Employee Salaries and Benefits	\$ 123,967.92
Services & Supplies and Equipment	\$ 44,400.00
Overhead	\$ 50,629.92
Profit	\$ 43,456.16
TOTAL CONTRACTOR'S COST⁽⁵⁾	\$ 262,454.00

COUNTY INDIRECT COST⁽⁶⁾

Unavoidable Overhead Contract Admin.	\$8,825 x 0.60% =	\$ 5,295.00
Unavoidable Overhead Agency Admin.	\$41,506 x 0.60% =	\$ 24,903.60
TOTAL COUNTY INDIRECT COST		\$ 30,198.60

TOTAL CONTRACTING COST (direct cost + indirect cost)

\$ 292,652.60

ESTIMATED SAVINGS FROM CONTRACTING (TOTAL ESTIMATED COUNTY AVOIDABLE COSTS LESS TOTAL CONTRACTING COSTS)

\$175,772.39

4. Contractor's bid on the RFP.

5. Indirect cost includes monitoring by County field staff.

Rich Meier's Landscaping, Inc. Proposed Costs by Category
for Castaic Area Zones 19, 36, 37,38, 40, 55, 56, 64 & 70
Landscape And Ground Maintenance Services

Employee Salaries and Benefits

<u>Position</u>	<u>Full-Time Equivalent</u>	<u>Annual Hours</u>	<u>Hourly Rate</u>	<u>TOTAL</u>
Forman	2.00	4,160	\$15.00	\$62,400.00
Laborer	3.00	6,250	\$11.84	\$61,567.92
Total	5.00	10,410		\$123,967.92
Employee Benefits				\$0.00
Total Employee Salaries and Benefits				\$123,967.92

Services, Supplies, and Equipment

Equipment: (2) Full sized pick-up truck, (2) Power Hedge Pruner, (1) Tandem Trailer, (2) Aston Backpack Blowers,
 (2) Astron Weed - Eaters, (1) Chain Saw, (1) Pole Pruner

	\$20,400.00
Supplies (Trash bags, Round-up, Fertilizer, Disinfectant)	\$14,400.00
Services (trash pick up, weed abatement, pruning)	\$9,600.00
Total Services, Supplies and Equipment	\$44,400.00

Overhead

Insurance, (General Liability, Worker's Comp, Auto, Umbrella)	\$31,889.76
Employee Taxes (Social Security, Medicare, State Disability)	\$11,720.16
Total Insurance/Employee Taxes	\$43,609.92
Administrative: (Accounting, Bookkeeping, Management, Office Equipment, Utilities, Telephone)	\$7,020.00
Total Overhead	\$50,629.92

Profit

	\$43,456.16
Total Profit	\$43,456.16
TOTAL CONTRACTOR'S COSTS	\$262,454.00

**Schedule of Difference Between County and Rich Meier's Landscaping, Inc.
Costs by Category Castaic Area Zones 19, 36, 37, 38, 40, 55, 56, 64 & 70
Landscape and Ground Maintenance Services**

Costs by Category	County	Contractor	Difference	Remarks
Staffing				
Grounds Maint. Worker II	1.35		1.35	{A}
Grounds Maint. Worker I	1.35		1.35	
Irrigation Lawn Sprinkler Fitter	0.09		0.09	
Ag. Chem. Sprayer	0.09		0.09	
Certified Tree Trimmer	0.69		0.69	
Plummer (Certified Backflow Technician)	0.02		0.02	
Forman		2.00	(2.00)	
Laborer		3.00	(3.00)	
TOTAL	3.62	5.00	(1.38)	
Salary Costs	\$215,147.84	\$123,967.92	\$91,179.92	{B}
<small>(County Salaries include 6th Step Variance of 97.1365%)</small>				
Employee Benefits	\$0.00	\$0.00	\$0.00	{C}
<small>Included with Salary Costs</small>				
Equipment, Services & Supplies	\$253,277.15	\$44,400.00	\$208,877.15	{D}
Taxes & Insurance	\$0.00	\$43,609.92	(\$43,609.92)	
Indirect Costs	\$0.00	\$7,020.00	(\$7,020.00)	{E}
TOTAL Costs (Less Profit)	\$468,424.99	\$218,997.84	\$249,427.15	
Contractor Profit	\$0.00	\$43,456.16	(\$43,456.16)	
TOTAL Costs	\$468,424.99	\$262,454.00	\$205,970.99	
Unavoidable Contracting Costs	\$0.00	\$30,198.60	(\$30,198.60)	
TOTAL County vs. Contracting Costs	\$468,424.99	\$292,652.60	\$175,772.39	

{A} The contractor has indicated that they can perform the services with less full-time equivalent staff since they are performing similar services in the area. The number of County positions is based on the total number of hours divided by the annual County productive hours of 1,764.

{B} The County's and contractor's salary costs are based on full-time staff as well as a percentage of staff's time. In addition, the contractor's employees are paid more than \$5 less per hour than the County items. The contractor's salary costs are approximately 45.028% of the contract costs.

{C} Contractor will not be providing health benefits to those hourly employees providing services under this contract. Therefore, as required by the Living Wage Ordinance, contractor will pay its hourly employees providing services under this contract no less than \$11.84 per hour.

{D} As indicated on Attachment II, the total costs for services, supplies, and equipment are approximately 14.6% of the contract costs.

{E} Contractor's indirect costs (overhead) are approximately 16.7% of the contract costs and are associated with the cost of insurance premiums, employee taxes, management, telephone, utilities, office equipment and bookkeeping. For this contract, County's indirect costs are unavoidable and are associated with contract administration and monitoring.

**Castaic Area Zones 19, 36, 37, 38, 40, 55, 56, 64 & 70
Annual Contingency Zone Amounts**

Zone Number	Zone Name	Annual Contingency Zone Amount
19	Sagewood Valencia	\$2,000
36	Mountain Valley	\$10,000
37	Castaic Hillcrest	\$30,000
38	Sloan Canyon	\$20,000
40	Castaic Shadow Lake	\$5,000
55	Castaic North Bluff	\$5,000
56	Valencia Commerce Center, Area-Wide	\$2,000
64	Castaic Double "C" Ranch	\$7,500
70	Somerset Castaic	\$10,000
Total Annual Contingency Zone Amount		\$91,500

LANDSCAPE AND GROUNDS MAINTENANCE VENDORS

AC HORTICULTURE MANAGEMENT 18416 LUDLOW ST. NORTHRIDGE, CA. 92644-2844	MARIPOSA HORTICULTURAL ENTERPRISES, INC. 15529 ARROW HWY, IRVINDALE, CA. 92602-2002
ACCENT LANDSCAPE, INC. PO BOX 3550, GARDENA, CA. 77250-7250	MOSS AMERICA COMPANIES PO BOX 5706, BEVERLY HILLS, CA. 95705-5706
ALD LANDSCAPE & MAINTENANCE 1350 W 228TH ST. #6, TORRANCE, CA. 90501	NEW GENERATION LANDSCAPE CO., INC. 16042 BASSETT ST. VAN NUYS, CA. 91405-4805
AMERICAN GOLF CORPORATION 19800 S. MAIN STREET, CARSON, CA. 90745	NEW VISION 1438 ORCHARD ST. #A, SANTA PAULA, CA. 95060
AZTECA LANDSCAPE 1027 E ACACIA STREET, ONTARIO, CA. 91761	NOON PRODUCTIONS, LLC P. O. BOX 602874, SANTA CLARITA, CA. 91380
BENNETT ENTERPRISES INC 25869 BELLE PORTE AVENUE, HARBOR CITY, CA. 90710	OAKRIDGE LANDSCAPE INC 8018 HASKELL AVE, NORTH HILLS, CA. 91343
BRIGADIER CORP. 910 W. FOOTHILL BL. #C-403, CLAREMONT, CA. 91711	OROZCO LANDSCAPE AND TREE CO. 11194 PIPELINE AVE, POMONA, CA. 94058-4058
CACHO LANDSCAPE 711 TRUMAN ST. SAN FERNANDO, CA. 91340	PANAMERICAN LANDSCAPING 4570 VAN NUYS BLVD. # 284, SHERMAN OAKS, CA. 32013-2013
CALIFORNIA CONSERVATION CORPS 11401 BLOOMFIELD AVE., BOX 9, NORWALK, CA. 92015-2015	PARKWOOD LANDSCAPE MAINT., INC 16443 HART ST, VAN NUYS, CA. 91406
CAM SERVICES 5984 SELMARINE DR, CULVER CITY, CA. 90120-6120	PLANT TERRA LANDSCAPE INC 13913 LA CASCADA CT, BAKERSFIELD, CA. 48384-8384
CHRYSLIS CENTER/DBACHRYSLIS WORKS CHRYSLIS WORKS, 1853 LINCOLN BLVD, SANTA MONICA, CA. 90404	POWERLAND EQUIPMENT, INC. 27043 VALLEY CENTER RD, VALLEY CENTER, CA. 26547-8547
COMMERCIAL TREE CARE 24885 SAN FERNANDO RD, UNIT. 9, NEWHALL, CA. 11513-1513	QQUEST ASSET MANAGEMENT LLC 9350 SOUTH 150EAST SUITE 130, SANDY, UT. 84070
COMPLETE GARDENING & LANDSCAPE CG&L P.O. BOX 1002, 703 W. CARTER DR, GLENDORA, CA. 91740	REAL ESTATE CONSULTING & SERVICES, INC. 835 E. 1ST ST. # 418, TUSTIN, CA. 92417-3417
CREATIVE CONCEPTS LANDSCAPE MGMT INC. 4118 LA CRESCENTA AVE, LA CRESCENTA, CA. 43808-3808	RMT GOLF & SPORT 28517 CALLE LORENZO, SAN JUAN CAPO, CA. 51872-1872
CUT N EDGE INC. PO BOX 4457, VALLEY VILLAGE, CA. 70457-0457	RON'S HAULING & CLEANUP SERVS PO BOX 2387, NORTH HILLS, CA. 91303
DIVERSIFIED MAINTENANCE SERVICES, INC. 145 PASADENA AVE, SOUTH PASADENA, CA. 92917-2917	S.C. YAMAMOTO, INC. 2001 EMERY AVE, LA HABRA, CA. 16777-5777
E P MAINTENANCE 18202 ALPINE PLACE, LA MIRADA, CA. 90638	SIERRA WEST LANDSCAPE CO. PO BOX 787, POMONA, CA. 90787-0787
ENVIRONMENTAL MAINTENANCE CO 10950 SOUTH CENTRAL AVENUE, LOS ANGELES, CA. 90059	SIMON'S POWER EQUIPMENT, INC. 12117 VANOWEN ST, NORTH HOLLYWOOD, CA. 55852-5852
FAREAST LANDSCAPE PO BOX 050351, MISSION HILLS, CA. 58351-0351	SPRAGUE CONSULTANTS, INC. 30251 GOLDEN LANTERN, SUITE E#800, LAGUNA NIGUEL, CA. 75983-5983
FRANK MATTISON LANDSCAPE 43759 15TH ST. W., # 217, LANCASTER, CA. 44754-4754	STEVENS TREE EXPERTS 2570 E. WALNUT ST, STE. A, PASADENA, CA. 73722-3722
GARDNER TRACTOR SERVICE 10552 CHESTNUT AVE, STANTON, CA. 02441-2441	SYSTEMS MANAGEMENT, INC. 1635 N. LAKE AVE, PASADENA, CA. 42321-2321
GENERAL SECURITY SERVICE INC 14009 CRENSHAW BLVD, # D, HAWTHORNE, CA. 07816-7816	TORIBIO'S LANDSCAPE 1638 SUNFLOWER AVENUE, GLENDORA, CA. 91740
GOMEZ LANDSCAPE DESIGN 23932 CLARINGTON DR, WEST HILLS, CA. 91304	TREE PRESERVATION, INC. 1148 N. CENTRAL AVE., #531, GLENDALE, CA. 91202
GOODWILL SO CALIF-VALLEY 14565 LANARK ST, PANORAMA CITY, CA. 24903-4903	TRUGREEN LANDCARE 1323 W. 130TH ST, GARDENA, CA. 71503-1503
GREEN TECH 13128 TELEGRAPH RD., STE. G1, SANTA FE SPRINGS, CA. 08638-6838	TRUGREEN LANDCARE 1367 W. 9TH ST, UPLAND, CA. 85712-6712
GREEN TIPS GARDENING 732 NORTH ELSPETH WAY, COVINA, CA. 23244-3244	TRUGREEN LANDCARE 7765 DEERING AVE, CANOGA PARK, CA. 45653-5653
GROUNDWORKS LANDSCAPE INC 111 EAST 220TH ST, CARSON, CA. 90745	TRUGREEN LANDCARE 1150 W. TRENTON AVENUE, ORANGE, CA. 92887
JOHNSON CONTROLS INC 7315 N. ATLANTIC AVE, CAPE CANAVERAL, FL. 03721-3721	UNITED PACIFIC SERVICES 1801 W. MISSION BLVD, POMONA, CA. 81243-1243
JUAN MUNOZ JM LANDSCAPING JM LANDSCAPING, P.O. BOX 2673, BURBANK, CA. 91507	VALLEY LIGHT INDUSTRIES INC 5358 IRVINDALE AVE, UNIT B, BALDWIN PARK, CA. 91706
L. BARRIOS & ASSOCIATES, INC. 302 E. FOOTHILL BLVD, STE. 101, SAN DIMAS, CA. 31259-1259	VILLA ESPERANZA SERVICES 2116 E. VILLA ST, PASADENA, CA. 72435-2435
LAND CREATIONS 15267 COBALT ST, SYLMAR, CA. 91342	WOODS MAINTENANCE SERVICES INC GRAFFITI CONTROL, 7260 ATOLL AVE, NO HOLLYWOOD, CA. 54194-4104
LANDSCAPE ASSOCIATES INC 16251 N. FILBERT STREET, SYLMAR, CA. 91342	WURZEL LANDSCAPE 3214 OAKDELL RD, STUDIO CITY, CA. 44221-4221
LIMCO 412 DE LA VINA ST, SANTA BARBARA, CA. 13418-3418	

Revised February 2007

APPENDIX C REQUIRED FORMS

EXHIBIT 7

County of Los Angeles - Community Business Enterprise (CBE) Program

Request for Local SBE Preference Program Consideration and
CBE Firm/Organization Information Form

INSTRUCTIONS: All Proposers/Bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM

FIRM NAME: _____

- ☒ I AM NOT A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid submission.
- ☐ I AM _____
- ☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference
- My County (Web/Ven) Vendor Number: 10919801

ii. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to gender, race, creed or color

Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Please Specify) _____						
Total Number of Employees (including owners):						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black / African American					3	
Hispanic / Latino		1	2		64	1
Asian or Pacific Islander						
American Indian/ Alaskan Native						
Filipino American						2
White	1		1		2	

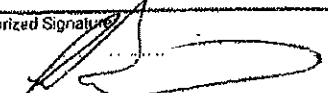
iii. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black / African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian/ Alaskan Native	Filipino American	White
Men	%	%	%	%	%	49 %
Women	%	51 %	%	%	%	%

iv. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form if necessary.)

Agency Name	Minority	Women	Dis- advantaged	Disabled Veteran	Expiration Date
N/A					

v. **DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Authorized Signature: 	Title: President	Date: 09/15/09
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